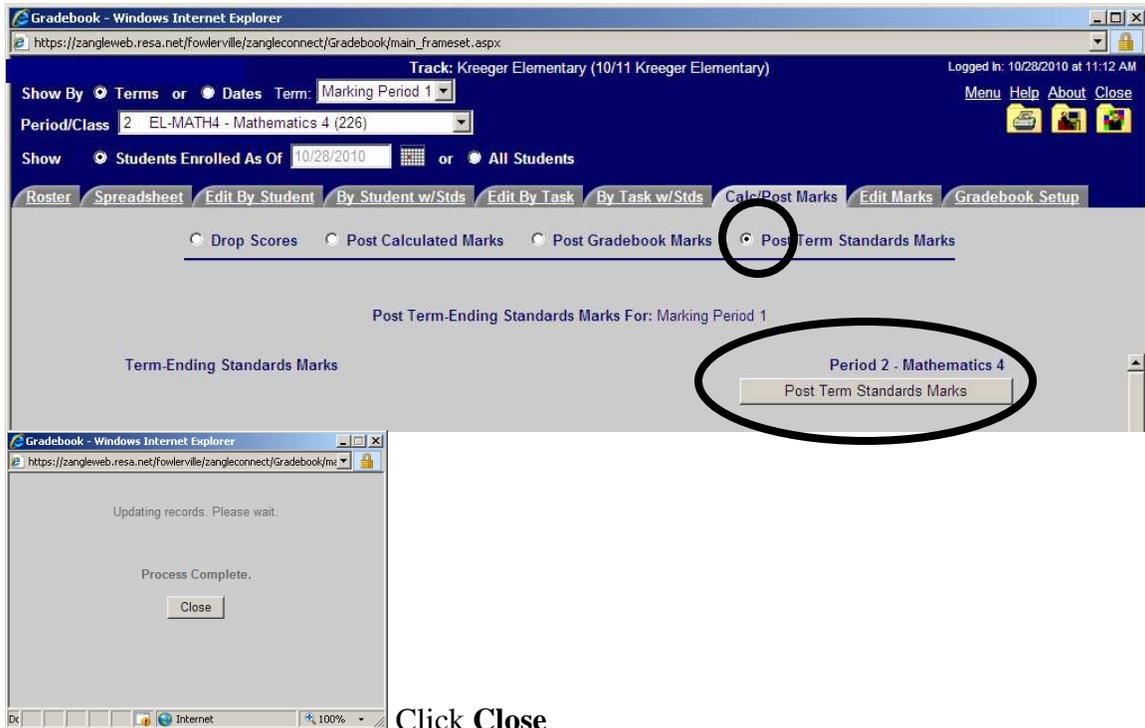


# Posting Marks

For **EVERY** class that you kept a gradebook on...

Click on **Calc/Post Marks** toggle the **Post Term Standards Marks**

Click **POST TERM STANDARD MARKS BUTTON**

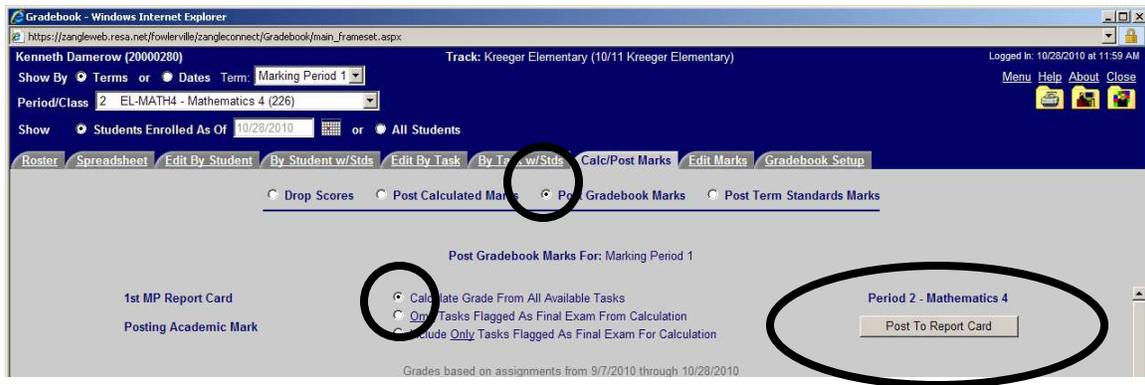


The screenshot shows the Gradebook interface in Internet Explorer. The user is logged in as Kenneth Damerow. The interface displays the 'Calc/Post Marks' tab, which is circled. Below the tabs, the 'Post Term Standards Marks' radio button is selected and circled. A button labeled 'Period 2 - Mathematics 4 Post Term Standards Marks' is also circled. A smaller window in the foreground shows a 'Process Complete' message with a 'Close' button.

Click **Close**

Toggle the **Post Gradebook Marks** and Click Toggle **Calculate Grade from all available tasks** Click **POST TO REPORT CARD**.

Click **Close**



The screenshot shows the Gradebook interface with the 'Post Gradebook Marks' radio button selected and circled. Below it, the 'Calculate Grade From All Available Tasks' radio button is also circled. A button labeled 'Period 2 - Mathematics 4 Post To Report Card' is circled. The interface shows the '1st MP Report Card' and 'Posting Academic Mark' options.

Note: for classes that you did not keep a gradebook on, you will see a message “No Student Information Available”, Just skip that class.

# Editing Marks and Putting in all Other Standards Marks

For EVERY CLASS Click on the Edit Marks Tab to view and edit any of the standards marks for that class.

Edit any marks that need adjusting. **If the fields are blank, use the blanks below “standards & Benchmarks” to select the standard, select the fill value, and then click on the down arrow to fill down that column.**

Report Card Marks  Standards & Benchmarks

Report Period: Marking Period 1 Standard: Please Select Standard Fill Value: Please Select Standard

#	Grd Student Name	MATH_MATH MATH_NumOp	MATH_MATH Math_Measure	MATH_MATH Math_Geo	MATH_MATH Math_DataPrb	MATH_MATH Math_ProbSol
		S	P-	S	P-	S-
		S	S-	S	S-	E
		S-	S+	S+	S+	E
		P+	S-	P	S-	S-
		N	N	N+	N	N
		S+	P-	S-	P-	E
		S-	S+	S+	S+	E+
		E	S-	P+	S-	S+
		P	P-	P+	P-	S+

Next click on the **Report Card Marks** toggle. Adjust any academic scores, Add any SBR scores that you did not have a gradebook for. Add Comments & Notes.

Report Card Marks  Standards & Benchmarks

Report Period: Marking Period 1

#	Grd Student Name	Acad	1	2	3	4	Note
1		84					
2		90					
3		81					
4		60					